

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1877

**Field Office
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Notices are available on Internet. Handbooks are printed and distributed to the National Office. Some handbooks are available in portable document format (PDF) on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>.

**Temporary
Directives**

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
FI-2511 1-2-02	Announcing January to June 2002 Late Payment and Prompt Payment Act Interest Rate	FSA Offices
FI-2512 1-2-02	January 2002 Commodity Loan Interest Rates	State and County Offices
FI-2513 1-2-02	January 2002 CCC and Farm Storage Facility Loan (FSFL) Program Interest Rates	State and County Offices
LP-1832 12-20-01	Procedures for Maturing 2000 Crop Honey Nonrecourse Marketing Assistance Loans	State and County Offices

**Permanent
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
25-AS (Rev. 3) Amend. 12 12-27-01	State and County Office Records Operations	State and County Offices and KCMO

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**Permanent
Directives
(Continued)**

Short Reference and Effective Date	Title	For
7-CN (Rev. 15) Amend. 8 12-27-01	Cotton Loans and Loan Deficiency Payments	KC Offices, and Cotton State and County Offices
21-CN (Rev. 3) Amend. 6 12-26-01	CCC Automated Cotton Loan Reporting for CMA's and LSA's	Approved Cooperative Marketing Associations and Authorized Loan Servicing Agents
1-FSFL Amend. 13 12-26-01	Farm Storage Facility Loan Program	State and County Offices

**Procedure
Notices**None

**Obsolete
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
AO-1235	1-1-02	Disposal Date
AO-1240	1-1-02	Disposal Date
AO-1243	1-1-02	Disposal Date
AO-1252	1-1-02	Disposal Date
AO-1253	1-1-02	Disposal Date
AO-1254	1-1-02	Disposal Date
AS-2024	1-1-02	Disposal Date
BU-605	1-1-02	Disposal Date
BU-610	1-1-02	Disposal Date
BU-611	1-1-02	Disposal Date
BU-612	1-1-02	Disposal Date

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**Obsolete
Directives
(Continued)**

Short Reference	Date of Obsolescence	Made Obsolete By
CM-414	1-1-02	Disposal Date
CM-415	1-1-02	Disposal Date
CMA-60	1-1-02	Disposal Date
CN-920	1-1-02	Disposal Date
CN-923	1-1-02	Disposal Date
CN-926	1-1-02	Disposal Date
23-CN (Rev. 1)	12-27-01	7-CN (Rev. 15) Amend. 8
CONSV-75	1-1-02	Disposal Date
CONSV-77	1-1-02	Disposal Date
DAP-94	1-1-02	Disposal Date
DAP-101	1-1-02	Disposal Date
DAP-105	1-1-02	Disposal Date
DAP-106	1-1-02	Disposal Date
DAP-107	1-1-02	Disposal Date
DAP-114	1-1-02	Disposal Date
DF-331	1-1-02	Disposal Date
FI-2477	1-1-02	Disposal Date
FI-2485	1-1-02	Disposal Date
FI-2488	1-1-02	Disposal Date
FLP-120	1-1-02	Disposal Date
FLP-133	1-1-02	Disposal Date
FLP-141	1-1-02	Disposal Date
FLP-142	1-1-02	Disposal Date
FLP-183	1-1-02	Disposal Date
FLP-184	1-1-02	Disposal Date

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**Obsolete
Directives
(Continued)**

Short Reference	Date of Obsolescence	Made Obsolete By
FSFL-18	1-1-02	Disposal Date
FV-14	1-1-02	Disposal Date
FV-16	1-1-02	Disposal Date
INFO-20	1-1-02	Disposal Date
IRM-316	1-1-02	Disposal Date
IRM-317	1-1-02	Disposal Date
IRM-320	1-1-02	Disposal Date
IRM-322	1-1-02	Disposal Date
IRM-325	1-1-02	Disposal Date
LD-500	1-1-02	Disposal Date
LD-509	1-1-02	Disposal Date
LD-511	1-1-02	Disposal Date
LD-512	1-1-02	Disposal Date
LD-515	1-1-02	Disposal Date
LD-517	1-1-02	Disposal Date
LP-1767	1-1-02	Disposal Date
LP-1775	1-1-02	Disposal Date
LP-1778	1-1-02	Disposal Date
LP-1788	1-1-02	Disposal Date
LP-1790	1-1-02	Disposal Date
LP-1808	1-1-02	Disposal Date
LP-1811	1-1-02	Disposal Date
PF-161	1-1-02	Disposal Date
PF-164	1-1-02	Disposal Date
PF-172	1-1-02	Disposal Date

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**Obsolete
Directives
(Continued)**

Short Reference	Date of Obsolescence	Made Obsolete By
PL-106	1-1-02	Disposal Date
PM-2219	1-1-02	Disposal Date
PM-2228	1-1-02	Disposal Date
PM-2229	1-1-02	Disposal Date
PM-2241	1-1-02	Disposal Date
PM-2254	1-1-02	Disposal Date
PM-2260	1-1-02	Disposal Date
PM-2261	1-1-02	Disposal Date
PM-2276	1-1-02	Disposal Date
PS-402	1-1-02	Disposal Date
PS-409	1-1-02	Disposal Date
PS-410	1-1-02	Disposal Date
PS-413	1-1-02	Disposal Date
PS-414	1-1-02	Disposal Date
TB-1009	1-1-02	Disposal Date

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	719	undated	ACRS Transaction Report (Report Control No. FM-596R)	nofile.htm	Computer Generated by COOP	Sheet	Cotton COOP	20-AS, 21-CN, 22-CN, 20-FI, 25-FI, 1-CMA		This form was revised. Destroy old stock. A distribution has been made to the Cotton Coops by PSD.
FFAS	367	12-31-01	2002 Leave Record	eFFAS0367.FML	Electronic Form	MP/2 Head to Head	All offices	115-FI, 6-PM, 22-PM	N/A	This form was revised and is available electronically. Destroy old stock.
FSA	223	04-29-97	Mailing Label - Washington (Meter Mail)	nofile.htm	MSD	Label	WDC	12-AO, 29-AS, 5-AS	TBD	This form was reprinted. A distribution has been made. Tentative delivery date is 1-11-02.
FSA	223-A	04-29-97	Mailing Label - RMA/Washington (Meter Mail)	nofile.htm	RMA-WDC	Label	WDC	5-AS		This form was reprinted. A distribution has been made. Tentative delivery date is 1-25-02.
KC	256	12-28-01	Final Clearance Report	KC0256.DOC	RPL/DOC	Sheet	Kansas City FFAS Offices			Revised form; references to Personnel Division, Employment Branch removed; destroy all previous editions.
KC	387	12-26-01	Budget Schedules 1-9	KC0387.DOC	RPL/DOC	MP/10 single sheet	All KC Offices			Revised form; destroy all previous editions.
KC	454	06-29-93	Market Information Sheet/Market Futures	KC0454.DOC KC0454.WPD	RPL/WP/DOC	MP/2 Head to head Legal	BCD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	455	03-09-94	Domestic Control Register of Bids Received	KC0455.DOC KC0455.WPD	RPL/WP/DOC	Sheet	D&DOD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	524	10-07-96	Postage Expenditure Report	KC0524.DOC KC0524.WPD	RPL/WP/DOC	Sheet	ASD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	556	04-05-95	Schedule of Cancelled/Expired Checks	nofile.htm		Sheet	FOD			No longer used; destroy all stocks/files.
KC	558	12-21-01	Report of Late Shipment and NLT Date Determination	KC0558.DOC	RPL/DOC	MP/2 Head to head	D&DOD, EOD, EOD-TMB, FOD			Revised form; destroy all previous editions.

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1/ Filing codes pertain only to State and County Offices.

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
KC	559	05-21-75	Request for Approval of Overtime	KC0559.DOC KC0559.WPD	RPL/WP/DOC	Sheet	All Divisions			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	561	02-20-63	Input Data Conversion Control	KC0561.DOC KC0561.WPD	RPL/WP/DOC	Sheet	IMPD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	584	03-17-88	Employee Evaluation for Promotion	KC0584.DOC KC0584.WPD	RPL/WP/DOC	Sheet	HRD-KC-EB			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	617	02-14-96	Warehouse Operators Space Certification	KC0617.DOC KC0617.WPD	RPL/WP/DOC	Sheet	BCD-SCB			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	703	06-07-94	Request for On-Site Destruction of Records	KC0703.DOC KC0703.WPD	RPL/WP/DOC	Sheet	All Offices			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	753	01-17-92	Daily Record/Summation of Activities - Health Unit	KC0753.DOC KC0753.WPD	RPL/WP/DOC	MP/2 Head to head	HRD-KC-ER			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	754	10-24-85	Employees Health Record	KC0754.DOC KC0754.WPD	RPL/WP/DOC	MP/2 Card	HRD-KC-ER			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	762	12-27-01	Authorization to Give Hypo Medication	KC0762.DOC	RPL/DOC	Sheet	HRD-KC-ER			Revised form; destroy all previous stocks/files.
KC	788	06-18-87	Daily Production Control of Input and Output Data	KC0788.DOC KC0788.WPD	RPL/WP/DOC	Sheet	IMPD			Now available in Microsoft Word fillable format; no changes made to content of form.

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